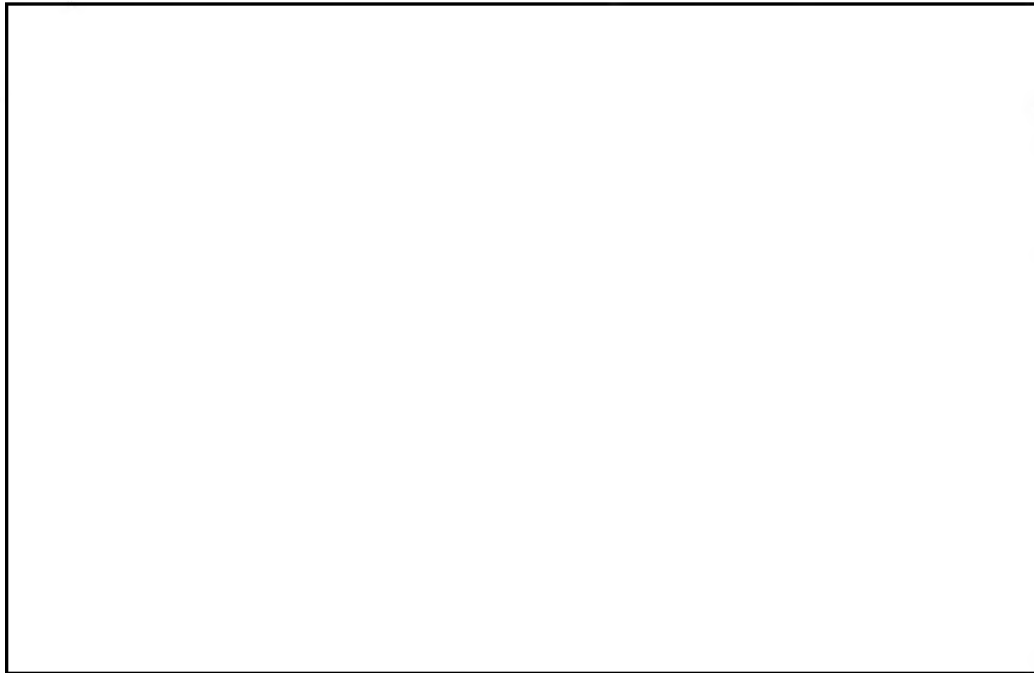


**SECRET***Case file  
DDP-6  
VM.*

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**Office Memorandum • UNITED STATES GOVERNMENT****TO :** DD/P Records Management Officer**DATE:** 4 Jan. 1962**FROM :** Records Administration Officer, DD/S**SUBJECT:** Vital Records Protective Facilities

1. Per our phone conversation, I am forwarding the following information regarding Vital Records Protective facilities:

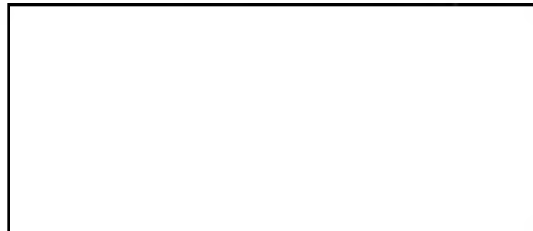


25X1

*filed  
in  
exempt 6-4  
National Storage  
Co.*

g. Announcement of American Management Association Conference on Industrial Preparedness to be held in New York, N. Y.

2. Please return this material when it has served your purpose.



25X1

Enclosures

**SECRET**

*BEST COPY  
Available*

6/17/98

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# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

RECORDS MANAGEMENT OFFICER

NO.

DATE

5 October 1959

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. [redacted] Rm 604  
1016 16th Street

2. [redacted]  
2010 "L" Bldg.

Please review the attached and advise whether there are any objections or comments from the Agency Records Management Staff. Your early attention will be appreciated.

1-2 [redacted]

I have no objections to the proposal contained in the attached draft memorandum for the CS Records Committee regarding Vital Records. My only comment is that your viewpoint should be made known throughout the Agency. I will promote the idea to the fullest extent. Please let me know when you have gotten official approval.

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ILLEGIB

5. Any requirement for the storage of VR is based on the assumption that the U.S. will continue as a major world power and that the USSR will no longer constitute the major threat. Communist China may remain substantially intact. These considerations affect kinds of records that the GS will need to reconstitute in support of its operations in the post conflict stage.

SECRET

**6. Recommendations:**

a. Approve in principle the basis on which the VR of the CS will be identified and stored (paras. 2, 3, 4, and 5 above),

b. Direct development of criteria on the basis of the concepts outlined above as guidance to the CS in the identification and maintenance of VR material. Full advantage should be taken of the extensive vital material holdings of the DM and the DDS which are available to support CS operations as required. Likewise, current duplication between the VR stored and maintained by the several elements of the CS should be eliminated. Advantage should also be taken of the current microfilming program and the development of the [ ] which will, starting in 1962, provide substantial record coverage in the Vital Records Repository which will be available to reconstruct our records if such is required.

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